

JUNIOR CLERK

GENERAL STATEMENT OF DUTIES: Performs simple clerical and office work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under immediate supervision, participates in the routine work of an office by performing one or more simple tasks. The work requires care and accuracy, but does not involve any particular skill or exercise of judgment. This position is for seasonal use only.

EXAMPLES OF WORK: (Illustrative Only)

Opens, sorts, time stamps, distributes, collects, and sends out mail;

Does simple indexing and filing of correspondence and office records;

Gathers easily ascertained information;

Runs errands and does messenger work;

Completes simple reports where forms and methods of completion are well defined;

Sets up and operates simple office equipment such as a mimeograph, adding machine, duplicating machine, etc;

Procures, distributes, and maintains office supplies;

Assists in higher-level clerical work in a learning capacity.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to understand and carry out oral and written directions; willingness to follow a prescribed routine; ability to learn quickly; accuracy; reliability; industry; resourcefulness; neat personal appearance; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: None

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns & Villages,
City of Rye,
School Districts

J. C.: Non-Competitive (Seasonal Use Only) Job Class Code: S208 (School Districts)
0173 (Municipalities)